



## Library Board of Trustees General Meeting Packet Contents

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7. 2026 Salaries Budget Recommendation
8. 2026 ElementOne Base Pay Structure Ranges
9. Annual Income and Salary Expense Chart



## Library Board of Trustees Meeting Agenda – April 17, 2025

### **7:30 PM**

Call the Meeting to Order  
Call to the Audience (5-minute maximum per person)

By Unanimous Consent

Approve Agenda

By Unanimous Consent

Approve March 20, 2025 Meeting Minutes

### **Administrative Reports**

Communications  
Report of the Library Director  
Trustee Comments

Committee Reports

None

### **New Business**

Discussion Item: 2024 Audit presentation, Plante Moran

Item of Action 25/4-17-1: Accept the 2024 audit report

Item of Action 25/4-17-2: Approve 1<sup>st</sup> Quarter Budget Amendment

Discussion Item: 2026 Budget – Expenditures

- 2026 Salaries budget recommendation

### **Adjourn**

Final Call to the Audience (5-minute maximum per person)



## Canton Public Library Board of Trustees General Meeting Minutes

**March 20, 2025 – 7:00 PM**

The Chairperson, J. Lee, called the meeting to order at 7:00 PM.

Present: N. Eggenberger, A. Iqbal, J. Lee, A. Wahby, A. Watts

Absent: H. Abdu

Also Present: S. Bewick, E. Davis

### **CALL TO AUDIENCE**

Present: K. Bounds, M. Hathaway, C. Isakson, D. McHugh, M. Nicholson, C. Swanberg

No comments

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

Engagement & Design Department Head L. Golden prepared a newsletter post explaining the proposed federal cuts to the Institute of Museum and Library Services. The library has received several messages of support from patrons in response.

### **DIRECTOR'S REPORT**

In addition to her written report, E. Davis advised that the library will be welcoming one final new hire: part-time Librarian Madelynne Rivenbark, who will report to Jack Visnaw III on the Experiences team. The library will now be fully staffed.

Business Services Department Head M. Nicholson is coordinating with the Friends of the Library to order shelving for used book sales in the lobby.

As of the end of February, we are 17% of the way through the fiscal year. The first of two State Aid payments is expected in April or May; penal fines are expected to be dispersed in August. Expenditures trending above 17% are anticipated and include fringe benefits, professional/contractual, and insurances due to prepayments early in the year.

### **TRUSTEE COMMENTS**

J. Lee inquired about the voided checks on the February financial statements. Accountant D. McHugh explained this was due to a printing error; the original checks were voided so they could be reprinted.

J. Lee shared that she has received feedback from several patrons who hesitated to use the home delivery service because they were unsure if they were expected to tip the delivery person. Circulation Services Department Head K. Bounds confirmed that the delivery service is entirely library-funded; no tipping is required or expected.

N. Eggenberger said she signed up to attend an upcoming Friends of the Library Board meeting and thanked Friends Board President Carol Isakson for her attendance.

#### **UNFINISHED BUSINESS & GENERAL ORDERS**

***Approve Employee Policy Handbook revisions*** – A. Wahby moved, and N. Eggenberger supported a motion to approve the revised Employee Policy Handbook.

**The motion passed unanimously 25/3-20-1 (5-0-0)**

#### **NEW BUSINESS**

***2026 Budget – Expenditures – Library Materials Budget recommendation*** – E. Davis recommended the library again budget 15% of total revenues for library materials. Information Services Department Head M. Hathaway and Collection Development Specialist L. Craig will continue to monitor the rising costs of e-materials. The current price model has remained sustainable, but there may be a point when the library needs to change its e-material offerings to adjust for costs. The board agreed to continue allocating 15% of the total 2026 budget to library materials.

***Expand Healthcare coverage to fully comply with PPACA***—The board consensus was to continue offering healthcare coverage to regular full-time and exempt employees only.

#### **CALL TO AUDIENCE**

No comments

#### **ADJOURN**

The meeting was adjourned at 7:52 PM.

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Amy Watts, Secretary-Treasurer

04/02/2025

BALANCE SHEET FOR CANTON PUBLIC LIBRARY  
Period Ending 03/31/2025

GL Number	Description	Balance
<hr/>		
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000.00-001.01	CHECKING-GENERAL	9,743,722.80
101-000.00-001.03	CHECKING-FSA REIMBURSEMENT	22,352.19
101-000.00-002.00	SAVINGS	1,001,743.54
101-000.00-017.01	MICHIGAN CLASS-GENERAL FUND	2,069,495.11
	Total Assets	<hr/> 12,837,313.64
*** Liabilities ***		
101-000.00-202.00	ACCOUNTS PAYABLE	84,853.08
101-000.00-219.01	SOCIAL COMMITTEE	1,259.57
101-000.00-219.02	MISCELLANEOUS GRANTS & DONATIONS	4,638.53
101-000.00-231.08	FLEXIBLE SPENDING ACCOUNT DEDUCTIONS	9,024.03
	Total Liabilities	<hr/> 99,775.21
*** Fund Balance ***		
101-000.00-390.00	GENERAL FUND BALANCE	6,962,701.85
	Total Fund Balance	<hr/> 6,962,701.85
	Beginning Fund Balance	6,962,701.85
	Net of Revenues VS Expenditures	5,774,836.58
	Ending Fund Balance	<hr/> 12,737,538.43
	Total Liabilities And Fund Balance	<hr/> 12,837,313.64

GL Number	Description	Balance
Fund 901 - GASB FUND		
*** Assets ***		
901-000.00-130.00	LAND	67,500.00
901-000.00-132.00	LAND IMPROVEMENTS-DEPRECIATING	64,845.20
901-000.00-133.00	ACCUMULATED DEPR-LAND IMPROVEMENTS	(20,033.85)
901-000.00-136.00	BUILDINGS, FIXTURES & IMPROVEMENTS	13,907,418.71
901-000.00-137.00	ACCUMULATED DEPR-BLDGS, FIX&IMPROVEMENTS	(6,671,530.75)
901-000.00-146.00	FURNITURE AND EQUIPMENT	2,024,912.88
901-000.00-147.00	ACCUMULATED DEPR-FURNITURE & EQUIPMENT	(1,570,080.01)
901-000.00-150.00	LIBRARY MATERIALS	4,397,966.21
901-000.00-151.00	ACCUMULATED DEPR-LIBRARY MATERIALS	(3,139,040.57)
901-000.00-160.00	HARDWARE	1,350,742.60
901-000.00-161.00	ACCUMULATED DEPRECIATION-HARDWARE	(927,741.71)
901-000.00-162.00	SOFTWARE	1,172,520.03
901-000.00-163.00	ACCUMULATED DEPRECIATION-SOFTWARE	(1,031,140.70)
901-000.00-196.00	DEFERRED OUTFLOWS-PENSION	668,117.00
	Total Assets	10,294,455.04
*** Liabilities ***		
901-000.00-334.00	NET PENSION LIABILITY	87,948.00
901-000.00-343.00	COMPENSATED ABSENCES - < 1 YEAR	157,827.00
	Total Liabilities	245,775.00
*** Fund Balance ***		
901-000.00-399.00	INVESTMENT IN ASSETS	10,048,680.04
	Total Fund Balance	10,048,680.04
	Beginning Fund Balance	10,048,680.04
	Net of Revenues VS Expenditures	0.00
	Ending Fund Balance	10,048,680.04
	Total Liabilities And Fund Balance	10,294,455.04

04/02/2025

## REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY

PERIOD ENDING 03/31/2025

DESCRIPTION	YTD BALANCE		AVAILABLE	
	2025	03/31/2025	BALANCE	% BDGT
	MENDED BUDGET	MAL (ABNORMAL)	MAL (ABNORMAL)	USED
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INCOME				
PROPERTY TAXES	7,800,000.00	7,763,559.11	36,440.89	99.53
STATE AID TO LIBRARIES	95,000.00	0.00	95,000.00	0.00
LOCAL COMMUNITY STABILIZATION SHARE	60,000.00	57,587.85	2,412.15	95.98
PHOTOCOPY FEES	40,000.00	8,731.74	31,268.26	21.83
REPLACEMENT-LIBRARY MATERIALS	7,000.00	3,294.73	3,705.27	47.07
MEETING ROOM RENTAL	500.00	50.00	450.00	10.00
PENAL FINES	61,000.00	0.00	61,000.00	0.00
INTEREST INCOME	50,000.00	49,399.18	600.82	98.80
COMMISSION	7,000.00	2,747.28	4,252.72	39.25
OTHER REVENUE	1,000.00	2,314.04	(1,314.04)	231.40
TOTAL REVENUES	8,121,500.00	7,887,683.93	233,816.07	97.12
	8,121,500.00	7,887,683.93	233,816.07	97.12
EXPENSES				
SALARIES & WAGES	3,790,000.00	803,424.26	2,986,575.74	21.20
FRINGE BENEFITS	989,400.00	458,873.76	530,526.24	46.38
SUPPLIES	163,850.00	23,301.54	140,548.46	14.22
LIBRARY MATERIALS	1,198,000.00	301,644.22	896,355.78	25.18
PROFESSIONAL & CONTRACTUAL	542,600.00	277,401.06	265,198.94	51.12
COMMUNICATIONS	40,000.00	3,587.24	36,412.76	8.97
PRINTING	51,800.00	778.25	51,021.75	1.50
UTILITIES	195,000.00	39,087.52	155,912.48	20.04
MAINTENANCE & REPAIRS	280,600.00	85,357.53	195,242.47	30.42
BUILDING IMPROVEMENTS	20,000.00	395.00	19,605.00	1.98
INSURANCE	73,500.00	60,014.88	13,485.12	81.65
CAPITAL OUTLAY	971,000.00	51,597.00	919,403.00	5.31
PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00
COMMUNITY PROMOTION	26,200.00	216.98	25,983.02	0.83
TRAVEL	60,250.00	6,566.38	53,683.62	10.90
RENTALS/LEASES	12,500.00	601.73	11,898.27	4.81
TOTAL EXPENDITURES	8,416,700.00	2,112,847.35	6,303,852.65	25.10
Fund 101 - GENERAL FUND:				
TOTAL REVENUES	8,121,500.00	7,887,683.93	233,816.07	97.12
TOTAL EXPENDITURES	8,416,700.00	2,112,847.35	6,303,852.65	25.10
NET OF REVENUES & EXPENDITURES	(295,200.00)	5,774,836.58	(6,070,036.58)	1,956.25
NET CHANGE IN FUND BALANCE	(295,200.00)	5,774,836.58		
FUND BALANCE - BEGINNING OF YEAR	6,962,701.85	6,962,701.85		
FUND BALANCE - END OF YEAR	6,667,501.85	12,737,538.43		

04/02/2025

REVENUE AND EXPENDITURE REPORT FOR CANTON PUBLIC LIBRARY  
PERIOD ENDING 03/31/2025

		2025	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
101-000.00-401.00	PROPERTY TAXES	7,800,000.00	7,763,559.11	36,440.89	99.53
101-000.00-539.00	STATE AID TO LIBRARIES	95,000.00	0.00	95,000.00	0.00
101-000.00-573.00	LOCAL COMMUNITY STABILIZATION SHARE	60,000.00	57,587.85	2,412.15	95.98
101-000.00-602.00	PHOTOCOPY FEES	40,000.00	8,731.74	31,268.26	21.83
101-000.00-615.00	REPLACEMENT-LIBRARY MATERIALS	7,000.00	3,294.73	3,705.27	47.07
101-000.00-651.00	MEETING ROOM RENTAL	500.00	50.00	450.00	10.00
101-000.00-656.00	PENAL FINES	61,000.00	0.00	61,000.00	0.00
101-000.00-665.00	INTEREST INCOME	50,000.00	49,399.18	600.82	98.80
101-000.00-668.00	COMMISSION	7,000.00	2,747.28	4,252.72	39.25
101-000.00-675.00	OTHER REVENUE	1,000.00	2,314.04	(1,314.04)	231.40
TOTAL REVENUES		8,121,500.00	7,887,683.93	233,816.07	97.12
Expenditures					
101-790.00-702.00	SALARIES & WAGES	3,790,000.00	803,424.26	2,986,575.74	21.20
101-790.00-716.01	TAXES-FICA/MC	290,000.00	71,328.42	218,671.58	24.60
101-790.00-716.02	DENTAL	23,000.00	2,666.16	20,333.84	11.59
101-790.00-716.03	FLEXIBLE SPENDING ACCOUNT	800.00	1,020.00	(220.00)	127.50
101-790.00-716.04	LIFE INSURANCE/DISABILITY	16,000.00	5,116.59	10,883.41	31.98
101-790.00-716.05	MEDICAL INSURANCE	310,000.00	81,006.24	228,993.76	26.13
101-790.00-716.06	MEDICAL BUY OUTS	3,600.00	0.00	3,600.00	0.00
101-790.00-716.07	OPTICAL	7,500.00	729.97	6,770.03	9.73
101-790.00-716.08	UNEMPLOYMENT REIMBURSEMENT	1,000.00	0.00	1,000.00	0.00
101-790.00-716.09	WORKER'S COMPENSATION INSURANCE	5,000.00	3,712.12	1,287.88	74.24
101-790.00-717.01	RETIREMENT DC PLAN (401A)	52,500.00	13,294.26	39,205.74	25.32
101-790.00-717.02	RETIREMENT PENSION (MERS)	280,000.00	280,000.00	0.00	100.00
101-790.00-727.01	SUPPLIES-LIBRARY	13,000.00	3,112.21	9,887.79	23.94



GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.00-729.00	STAFF BOOK ACCOUNT	0.00	0.00	0.00	0.00
101-790.00-730.01	BOOKS	256,000.00	48,660.57	207,339.43	19.01
101-790.00-730.02	AV (MEDIA)	95,000.00	16,862.85	78,137.15	17.75
101-790.00-730.03	SERVICES, SUBSCRIPTIONS & PREPROCESSING	847,000.00	236,120.80	610,879.20	27.88
101-790.00-802.00	LEGAL	15,000.00	935.00	14,065.00	6.23
101-790.00-803.00	AUDIT	19,000.00	19,000.00	0.00	100.00
101-790.00-804.01	BANK FEES-GENERAL	500.00	0.00	500.00	0.00
101-790.00-804.02	BANK FEES-CREDIT CARD	1,200.00	168.35	1,031.65	14.03
101-790.00-850.00	COMMUNICATIONS	40,000.00	3,587.24	36,412.76	8.97
101-790.00-902.00	LEGAL NOTICES & ADS	500.00	0.00	500.00	0.00
101-790.00-921.00	ELECTRICITY	160,000.00	30,724.32	129,275.68	19.20
101-790.00-922.00	GAS	20,000.00	5,083.28	14,916.72	25.42
101-790.00-923.00	WATER	15,000.00	3,279.92	11,720.08	21.87
101-790.00-931.00	CLEANING/JANITORIAL SERVICES	98,000.00	16,495.00	81,505.00	16.83
101-790.00-932.01	LAWN & GROUNDS	55,400.00	398.54	55,001.46	0.72
101-790.00-932.02	SNOW & ICE	38,000.00	11,200.00	26,800.00	29.47
101-790.00-933.00	BUILDING SECURITY	7,500.00	3,159.66	4,340.34	42.13
101-790.00-934.01	OFFICE EQUIPMENT MAINTENANCE CONTRACTS	800.00	0.00	800.00	0.00
101-790.00-934.02	MISCELLANEOUS CONTRACTS & INSPECTIONS	17,900.00	43,528.84	(25,628.84)	243.18
101-790.00-934.03	HVAC MAINTENANCE CONTRACTS	23,000.00	3,428.00	19,572.00	14.90
101-790.00-935.00	BUILDING REPAIRS	20,000.00	3,600.94	16,399.06	18.00
101-790.00-936.00	EQUIPMENT REPAIRS	20,000.00	3,546.55	16,453.45	17.73
101-790.00-941.00	COPY MACHINE CHARGES	10,000.00	128.84	9,871.16	1.29
101-790.00-942.00	POSTAGE METER CHARGES	2,500.00	472.89	2,027.11	18.92
101-790.00-965.00	BUILDING IMPROVEMENTS	20,000.00	395.00	19,605.00	1.98
101-790.00-969.00	INSURANCE	73,500.00	60,014.88	13,485.12	81.65
101-790.00-973.00	LAND IMPROVEMENTS-DEPRECIATING	50,000.00	0.00	50,000.00	0.00
101-790.00-974.00	BUILDINGS, FIXTURES & IMPROVEMENTS	530,000.00	0.00	530,000.00	0.00
101-790.00-975.00	FURNITURE AND EQUIPMENT	172,000.00	51,597.00	120,403.00	30.00
101-790.00-976.00	LIBRARY MATERIALS	0.00	0.00	0.00	0.00
101-790.00-978.00	HARDWARE	185,000.00	0.00	185,000.00	0.00
101-790.00-979.00	SOFTWARE	34,000.00	0.00	34,000.00	0.00
101-790.00-998.00	PROPERTY TAX REFUNDS	2,000.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.01-808.01	MEMBERSHIP DUES-ADMINISTRATION-DIRECTOR	1,200.00	210.00	990.00	17.50
101-790.01-808.02	MEMBERSHIP DUES-ADMINISTRATION-TRUSTEES	300.00	0.00	300.00	0.00
101-790.01-861.01	CONFERENCES-ADMINISTRATION-DIRECTOR	3,000.00	0.00	3,000.00	0.00
101-790.01-861.02	CONFERENCES-ADMINISTRATION-TRUSTEES	1,000.00	0.00	1,000.00	0.00
101-790.01-862.01	MILEAGE-ADMINISTRATION-DIRECTOR	2,300.00	0.00	2,300.00	0.00
101-790.01-862.02	MILEAGE-ADMINISTRATION-TRUSTEES	200.00	0.00	200.00	0.00
101-790.02-727.01	SUPPLIES-BUSINESS SERVICES-OFFICE	12,500.00	1,627.64	10,872.36	13.02
101-790.02-727.02	SUPPLIES-BUSINESS SERVICES-BUILDING	30,500.00	2,663.05	27,836.95	8.73
101-790.02-727.03	SUPPLIES-BUSINESS SERVICES-JANITORIAL	14,500.00	3,643.92	10,856.08	25.13
101-790.02-728.00	POSTAGE-BUSINESS SERVICES	2,800.00	2,574.51	225.49	91.95
101-790.02-807.01	PROF SERVICES-PAYROLL FEES	16,500.00	4,767.15	11,732.85	28.89
101-790.02-807.02	PROF SERVICES-BUSINESS SERVICES	12,600.00	3,055.00	9,545.00	24.25
101-790.02-808.01	MEMBERSHIP DUES-BUSINESS SERVICES-GEN	1,975.00	899.00	1,076.00	45.52
101-790.02-808.02	MEMBERSHIP DUES-BUSINESS SERVICES-MISC	10,725.00	642.00	10,083.00	5.99
101-790.02-809.01	STAFF DEVELOPMENT-INSERVICE	5,000.00	154.50	4,845.50	3.09
101-790.02-809.02	STAFF DEVELOPMENT-LONGEVITY	2,950.00	600.00	2,350.00	20.34
101-790.02-809.03	STAFF DEVELOPMENT-TRAINING	5,000.00	0.00	5,000.00	0.00
101-790.02-861.00	CONFERENCES-BUSINESS SERVICES	5,150.00	1,000.00	4,150.00	19.42
101-790.02-862.00	MILEAGE-BUSINESS SERVICES	2,000.00	0.00	2,000.00	0.00
101-790.02-880.00	COMMUNITY PROMOTION-VOLUNTEER	1,200.00	0.00	1,200.00	0.00
101-790.02-901.00	PRINTING-BUSINESS SERVICES	1,300.00	453.00	847.00	34.85
101-790.03-727.01	SUPPLIES-CIRCULATION SERVICES-CIRC	4,000.00	1,682.01	2,317.99	42.05
101-790.03-727.02	SUPPLIES-CIRCULATION SERVICES-PAGES	5,500.00	0.00	5,500.00	0.00
101-790.03-727.03	SUPPLIES-CIRCULATION SERVICES-TPW	20,000.00	5,064.50	14,935.50	25.32
101-790.03-728.00	POSTAGE-CIRCULATION SERVICES	150.00	50.39	99.61	33.59
101-790.03-805.00	ONLINE INFO-CIRCULATION SERVICES	23,000.00	18,997.70	4,002.30	82.60
101-790.03-807.00	PROF SERVICES-CIRCULATION SERVICES	25,000.00	8,544.60	16,455.40	34.18
101-790.03-808.00	MEMBERSHIP DUES-CIRCULATION SERVICES	1,650.00	0.00	1,650.00	0.00
101-790.03-861.00	CONFERENCES-CIRCULATION SERVICES	11,000.00	0.00	11,000.00	0.00
101-790.03-862.00	MILEAGE-CIRCULATION SERVICES	2,800.00	0.00	2,800.00	0.00
101-790.04-727.00	SUPPLIES-ENGAGEMENT & DESIGN	1,300.00	20.48	1,279.52	1.58
101-790.04-728.00	POSTAGE-ENGAGEMENT & DESIGN	25,000.00	412.10	24,587.90	1.65
101-790.04-806.00	PROGRAMMING-ENGAGEMENT & DESIGN	40,000.00	4,328.64	35,671.36	10.82

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101-790.04-807.00	PROF SERVICES-ENGAGEMENT & DESIGN	35,000.00	5,021.00	29,979.00	14.35
101-790.04-808.00	MEMBERSHIP DUES-ENGAGEMENT & DESIGN	1,000.00	225.00	775.00	22.50
101-790.04-861.00	CONFERENCES-ENGAGEMENT & DESIGN	2,000.00	856.36	1,143.64	42.82
101-790.04-862.00	MILEAGE-ENGAGEMENT & DESIGN	1,200.00	127.40	1,072.60	10.62
101-790.04-880.00	COMMUNITY PROMOTION-MARKETING	25,000.00	216.98	24,783.02	0.87
101-790.04-901.00	PRINTING-ENGAGEMENT & DESIGN	50,000.00	325.25	49,674.75	0.65
101-790.05-727.00	SUPPLIES-INFORMATION SERVICES	2,600.00	314.61	2,285.39	12.10
101-790.05-728.00	POSTAGE-INFORMATION SERVICES	2,000.00	313.00	1,687.00	15.65
101-790.05-808.00	MEMBERSHIP DUES-INFORMATION SERVICES	2,500.00	947.00	1,553.00	37.88
101-790.05-861.00	CONFERENCES-INFORMATION SERVICES	16,000.00	3,662.62	12,337.38	22.89
101-790.05-862.00	MILEAGE-INFORMATION SERVICES	1,500.00	0.00	1,500.00	0.00
101-790.06-727.00	SUPPLIES-INFORMATION TECHNOLOGY	30,000.00	1,823.12	28,176.88	6.08
101-790.06-805.00	ONLINE INFO-INFORMATION TECHNOLOGY	310,000.00	200,709.02	109,290.98	64.74
101-790.06-808.00	MEMBERSHIP DUES-INFORMATION TECHNOLOGY	1,500.00	242.00	1,258.00	16.13
101-790.06-809.00	STAFF DEVELOPMENT-IT-TRAINING	11,000.00	7,955.10	3,044.90	72.32
101-790.06-861.00	CONFERENCES-INFORMATION TECHNOLOGY	11,000.00	920.00	10,080.00	8.36
101-790.06-862.00	MILEAGE-INFORMATION TECHNOLOGY	1,100.00	0.00	1,100.00	0.00
TOTAL EXPENDITURES		8,416,700.00	2,112,847.35	6,303,852.65	25.10
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		8,121,500.00	7,887,683.93	233,816.07	97.12
TOTAL EXPENDITURES		8,416,700.00	2,112,847.35	6,303,852.65	25.10
NET OF REVENUES & EXPENDITURES		(295,200.00)	5,774,836.58	(6,070,036.58)	1,956.25
NET CHANGE IN FUND BALANCE		(295,200.00)	5,774,836.58		
FUND BALANCE - BEGINNING OF YEAR		6,962,701.85	6,962,701.85		
END FUND BALANCE		6,667,501.85	12,737,538.43		

04/02/2025

CHECK REGISTER FOR CANTON PUBLIC LIBRARY  
CHECK DATE FROM 03/01/2025 - 03/31/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
03/05/2025	GEN	55492	1004	AFLAC	MONTHLY REMITTANCE-FEBRUARY	120.60
03/05/2025	GEN	55493	1008	ALPHAGRAPHS	DO NOT WISH TO SPEAK TO YOU RED CARDS IN	210.00
03/05/2025	GEN	55494	1009	AMAZON CAPITAL SERVICES	ILL SUPPLIES	1,307.78
03/05/2025	GEN	55495	1406	AMERICAN UNITED LIFE INSURANCE CO	LIFE INSURANCE/DISABILITY MONTHLY PREMIU	1,259.78
03/05/2025	GEN	55496	1420	AMERICAN UNITED LIFE INSURANCE CO	EMPLOYEE ASSISTANCE PROGRAM (EAP) MONTHL	25.00
03/05/2025	GEN	55497	MISC	ANN ARBOR DISTRICT LIBRARY	ILL REPLACEMENT FEES	32.99
03/05/2025	GEN	55498	1411	AUTOMATED LOGIC	SERVICE CALL -REPAIRED LOOSE WIRE ON AC	1,005.00
03/05/2025	GEN	55499	1048	BIBLIOCOMMONS CORP	BIBLIOCOMMONS ANNUAL SERVICE RENEWAL	71,008.34
03/05/2025	GEN	55500	1059	BRODART CO.	BOOK JACKETS & SUPPLIES #G9463	165.99
03/05/2025	GEN	55501	1620	CAMERON ARBOUR	SENIOR PHOTOS PHOTOSHOOT, EDITING & RIGH	200.00
03/05/2025	GEN	55502	1072	CANTON TOWNSHIP - BENEFITS	DENTAL CLAIMS/SUBSCRIBER FEES - JANUARY	2,666.16
03/05/2025	GEN	55503	1083	CITIZENS INSURANCE COMPANY	COMMERCIAL PACKAGE POLICY	408.00
03/05/2025	GEN	55504	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	26 KIDS VIDEOGAMES	2,122.59
03/05/2025	GEN	55505	1467	CTS COMPANIES, INC.	RMM SERVICE	270.00
03/05/2025	GEN	55506	1100	DEMCO, INC.	TPW SUPPLIS	2,897.21
03/05/2025	GEN	55507	1109	DUNN RITE MAINTENANCE, INC	MONTHLY FEE FOR NIGHTLY CLEANING/JANITOR	5,200.00
03/05/2025	GEN	55508	1159	HOME DEPOT CREDIT SERVICES	FILTERS FOR NEW AHU IN LOBBY	117.85
03/05/2025	GEN	55509	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,302.48
03/05/2025	GEN	55510	1176	KANOPY, INC	KANOPY - STREAMING VIDEO PLAY CREDITS	770.10
03/05/2025	GEN	55511	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	26,984.73
03/05/2025	GEN	55512	1214	MIKE K MCCLURE	INTERVIEWS AND WRITING TWO OF SIX BLOGS,	350.00
03/05/2025	GEN	55513	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
03/05/2025	GEN	55514	1248	PLYMOUTH-CANTON COMMUNITY SCHOOLS	P-CEP 2024-2025 YEARBOOK	80.00
03/05/2025	GEN	55515	1260	RAINBOW PRINTING	LIBRARY CARDS	1,146.00
03/05/2025	GEN	55516	1273	SCHOLASTIC INC	MARCH, APR, JUNE LIT LAB TITLES	460.32
03/05/2025	GEN	55517	1325	ULINE	ILL SUPPLIES	184.52
03/05/2025	GEN	55518	1556	VOSS LIGHTING INC	LED DOWNLIGHT FIXTURES	580.00
03/12/2025	GEN	461(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
03/12/2025	GEN	462(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,340.75
03/12/2025	GEN	463(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
03/12/2025	GEN	464(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	280.97
03/16/2025	GEN	465(E)	1476	JP MORGAN CHASE BANK-ONE CARD	ALA WEBINAR	82,341.12
03/19/2025	GEN	55519	1008	ALPHAGRAPHS	1000 FGRU BOOKMARKS, INV# 146651	115.25
03/19/2025	GEN	55520	1009	AMAZON CAPITAL SERVICES	ORDER NOT TO EXCEED \$280	848.54
03/19/2025	GEN	55521	1046	BATTERIES PLUS BULBS	UPS BATTERY REPLACEMENTS	819.60

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/19/2025	GEN	55522	1425	BEARDED FISH AQUATICS	AQUARIUM MAINTENANCE FEE & SUPPLIES	230.00
03/19/2025	GEN	55523	1051	BLUE CARE NETWORK OF MICHIGAN	COVERAGE - APRIL	24,276.56
03/19/2025	GEN	55524	MISC	BRANDON TOWNSHIP PUBLIC LIBRARY	ILL REPLACEMENT FEES	9.99
03/19/2025	GEN	55525	1067	CAMFIL USA, INC.	FILTERS FOR HVAC ROOF-TOP UNITS	1,016.19
03/19/2025	GEN	55526	1626	CARI TAPLIN	GENEALOGY CONNECT	250.00
03/19/2025	GEN	55527	MISC	CHELSEA DISTRICT LIBRARY	ILL REPLACEMENT FEES	33.95
03/19/2025	GEN	55528	1094	CRIMSON MULTIMEDIA DISTRIBUTION, IN	15 KIDS VIDEO GAMES	1,308.44
03/19/2025	GEN	55529	1108	DTE ENERGY	ELECTRICITY AND GAS MONTHLY CHARGES 02/1	11,900.07
03/19/2025	GEN	55530	1206	FARMINGTON COMMUNITY LIBRARY	METRONET SUBSCRIPTION FOR DATA AXLE AND	15,766.54
03/19/2025	GEN	55531	1412	GRAZYNA G CUMMING	DESIGN FOR BANNERS BUTTONS STICKERS	650.00
03/19/2025	GEN	55532	1379	INGRAM LIBRARY SERVICES	BOOKS & PREPROCESSING FEES	2,863.74
03/19/2025	GEN	55533	1381	KAPNICK INSURANCE GROUP	ANNUAL FSA ADMINISTRATION FEE	1,020.00
03/19/2025	GEN	55534	1188	LIBRARY DESIGN ASSOCIATES, INC.	LABOR TO RELOCATE SHELVING & DISASSEMBLE	39,990.00
03/19/2025	GEN	55535	1213	MIDWEST TAPE	AV (MEDIA) & PREPROCESSING FEES	1,830.62
03/19/2025	GEN	55536	1224	NATIONAL TIME & SIGNAL CORP.	REPLACED MOVEMENTS IN 3 CLOCKS	817.94
03/19/2025	GEN	55537	1228	NORTHSTAR MAT SERVICE	BI-WEEKLY FLOOR MAT SERVICE	94.71
03/19/2025	GEN	55538	1232	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES - POSTER PRINTER INK, WH	164.58
03/19/2025	GEN	55539	1243	PETTY CASH	STELLAR STAFF AWARDS REPLENISHMENT	415.00
03/19/2025	GEN	55540	1264	RELIABLE LANDSCAPING, INC.	SNOW & ICE MANAGEMENT	5,600.00
03/19/2025	GEN	55541	1288	SONITROL GREAT LAKES	BUILDING MONITORING Q2,3,4 2025	1,579.83
03/19/2025	GEN	55542	MISC	ST CLAIR COUNTY LIBRARY	ILL REPLACEMENT FEES	35.95
03/19/2025	GEN	55543	1292	STAPLES	JANITORIAL SUPPLIES	319.68
03/19/2025	GEN	55544	1014	THE ANN ARBOR NEWS	ANN ARBOR NEWS SUB 2025 04/05/2025-06/28	114.83
03/19/2025	GEN	55545	1399	TIGERLILY MUSIC	WENDY AND DB SPRING CONCERT 3/22/25	750.00
03/19/2025	GEN	55546	1317	TRAVELERS	FIDELITY WRAP INSURANCE: FIDUCIARY, CRIM	13,200.00
03/19/2025	GEN	55547	1327	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY	277.50
03/26/2025	GEN	466(E)	1203	MERS	EMPLOYEE PENSION DEDUCTION	4,371.74
03/26/2025	GEN	467(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	401A EMPLOYER CONTRIBUTIONS	1,899.18
03/26/2025	GEN	468(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457B + 457BC EMPLOYEE CONTRIBUTIONS	8,340.75
03/26/2025	GEN	469(E)	1225	NATIONWIDE RETIREMENT SOLUTIONS	457BR EMPLOYEE CONTRIBTIONS	50.00
03/26/2025	GEN	470(E)	1240	PAYLOCITY	PAYROLL PROCESSING FEES	1,010.29
03/26/2025	GEN	471(E)	1240	PAYLOCITY	SC - MARCH LOUNGE DECORATIONS	197.96

GEN TOTALS:

Total of 67 Checks: 357,051.60

Less 0 Void Checks: 0.00

Total of 67 Disbursements: 357,051.60



## Director's Report April 2025

1. At this month's meeting, we welcome our auditors from Plante Moran to present the 2024 audit report to the board. We have, once again and thanks to the expertise of accountant Debbie McHugh, received an unmodified opinion of our financial statements. My thanks to Debbie, everyone in Business Services, and our management team for their excellent financial stewardship.
2. We ask for the board's approval of our First Quarter Budget Amendment. We are recognizing additional revenues received in excess of budget, allocating that to expenditures, and pulling forward into the 2025 budget our 2024 projects that were delayed for various reasons. Once again, my thanks to Debbie and all of the department heads for staying on top of their budgets.
3. Marian Nicholson has prepared an overview of the forecasted 2026 Salaries budget, including a recommendation for the board to discuss. It is included in the packet. We look forward for your discussion.
4. In personnel news, we welcome Madelynne Rivenbark as our newest part-time librarian in the Information Services Department. We also congratulate Circulation Services Supervisor Denise Skopczynski, who has announced her plans to retire this summer. Department Head Kat Bounds has posted the position, with the goal of having the new supervisor spend a few days with Denise before she leaves us.
5. With the Trump administration's announced cuts to the Institute of Museum and Library Services, we are closely monitoring the situation and how the Library of Michigan will be affected—which will, in turn, affect the interloan and online services we offer. Michigan Attorney General Dana Nessel has joined with 20 other state attorneys general to file a lawsuit attempting to halt these cuts. I know that the Library Cooperatives of Michigan, the Michigan Library Association, the Midwest Collaborative for Library Services, and the Library of Michigan are all discussing possible plans should the cuts stand. Kat Bounds and Information Services Department Head Megan Hathaway are researching the potential financial impacts should costs be passed on to individual libraries. It is early days, and I will keep you updated as this situation unfolds.

Engagement & Design Department Head Laurie Golden prepared a fantastic explainer for our website and we have received a number of comments from patrons expressing their support for the continuation of the statewide MeL databases and the MeLCat interlibrary loan system. Laurie's article was also shared with other libraries by Clinton-Macomb Public Library Director Larry Neal as a model in how to communicate the personal impacts to patrons. I also spoke with a journalist from The Perspective, the newspaper for the Plymouth-Canton Educational Park, who is planning an

article on how these cuts will impact students, particularly the AP, IB, and Honors students who use these resources for scholarly research in their classes.

6. The law firm of Fausone & Grysko, representing several of the Wayne County public libraries whose Penal Fines revenue were mistakenly underpaid, has made contact with the Wayne County Treasurer's office. This is the latest update; we anticipated this will be a lengthy process, so I have no concerns about the situation so far. The Grosse Pointe Public Library is serving as fiduciary for Fausone & Grysko's efforts. The other libraries represented in this group are CPL, the William P. Faust Public Library of Westland, Wayne Public Library, Redford District Library, Inkster Public Library, Wyandotte Public Library, Garden City Public Library, and the Dearborn Heights Public Library.

Respectfully submitted,  
Eva Davis, Director

**The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report**

Line	Descriptive Information	Source of Data	Statute Reference	System 1
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated		NO
2	Provide the name of your retirement pension system	Calculated from above	P.A. 202 Sec. 5(6)	Canton Public Library
<b>3</b>	<b>Financial Information</b>			
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	5,784,883
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	5,872,831
6	Funded ratio	Calculated	P.A. 202 Sec. 5(4)(b)	98.5%
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	130,212
8	Governmental Fund Revenues	Most Recent Audit Report	P.A. 202 Sec. 5(4)(b)	7,962,359
9	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(4)(b)	1.6%
<b>10</b>	<b>Membership</b>			
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	9
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(A)	2
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(B)	15
<b>14</b>	<b>Investment Performance</b>			
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	11.60%
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	8.07%
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	P.A. 530 Sec. 13 (3)(i)(vi)	6.49%
<b>18</b>	<b>Actuarial Assumptions</b>			
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(I)	6.93%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(L)	0
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	P.A. 530 Sec. 13 (3)(i)(ix)(N)	Yes
<b>23</b>	<b>Uniform Assumptions</b>			
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	6,015,218
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	6,030,186
26	Funded ratio using uniform assumptions	Calculated	P.A. 202 Sec. 5(1)	99.8%
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	P.A. 202 Sec. 5(1)	172,320
28	All systems combined ADC/Governmental fund revenues	Calculated	P.A. 202 Sec. 5(1)	2.2%
<b>29</b>	<b>Pension Trigger Summary</b>			
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary unit triggers:</b> Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. <b>Non-Primary unit triggers:</b> Less than 60% funded	P.A. 202 Sec. 5(4)(b)	NO



Canton Public Library

Proposed Budget Amendment - 2025 -1st Quarter (Motion 25/4-17-2)

PROPOSED:

4/17/2025

GL Account GL Sub Account # - Name / Explanation	Original / Amended \$	Increase (Decrease)	Proposed \$	Note: to/from Acct #
<b>REVENUE</b>				
PROPERTY TAXES	7,800,000		7,800,000	
STATE AID TO LIBRARIES	95,000		95,000	
LOCAL COMMUNITY STABILIZATION SHARE	60,000	(2,412)	57,588	Decrease to reflect actual collected
PHOTOCOPY FEES	40,000		40,000	
REPLACEMENT-LIBRARY MATERIALS	7,000		7,000	
MEETING ROOM RENTAL	500		500	
PENAL FINES	61,000		61,000	
INTEREST INCOME	50,000	100,000	150,000	Increase due to opening MICLASS account/higher interest rates
COMMISSION	7,000		7,000	
OTHER REVENUE	1,000	1,500	2,500	Recognize excess rec'd over budgeted amt/memorial donations
<b>TOTAL REVENUE</b>	<b>8,121,500</b>	<b>99,088</b>	<b>8,220,588</b>	
<b>EXPENDITURE</b>				
SALARIES & WAGES	3,790,000	-	3,790,000	
FRINGE BENEFITS	989,400	-	989,400	
SUPPLIES	163,850	-	163,850	
LIBRARY MATERIALS	1,198,000	52,000	1,250,000	Memorial donations/increase to maintain 15% of revenue
PROFESSIONAL & CONTRACTUAL	542,600	30,820	573,420	To extend Home Delivery trial & increase legal for WC penal fines issue
COMMUNICATIONS	40,000	-	40,000	
PRINTING	51,800	-	51,800	
UTILITIES	195,000	-	195,000	
MAINTENANCE & REPAIRS	280,600	40,000	320,600	From fund balance (Carryover from 2024 Capital project)
BUILDING IMPROVEMENTS	20,000	-	20,000	
INSURANCE	73,500	-	73,500	
CAPITAL OUTLAY	971,000	201,400	1,172,400	From fund balance (Carryover from 2024 Capital projects)
PROPERTY TAX REFUNDS	2,000	-	2,000	
COMMUNITY PROMOTION	26,200	-	26,200	
TRAVEL	60,250	(4,320)	55,930	To Professional & Contractual to offset Home Delivery increase
RENTALS/LEASES	12,500	-	12,500	
<b>TOTAL EXPENSE</b>	<b>8,416,700</b>	<b>319,900</b>	<b>8,736,600</b>	
Net Change in Fund Balance	(295,200)	(220,812)	(516,012)	
Beginning Fund Balance - General Fund	6,962,702		6,962,702	
Ending Fund Balance - General Fund	6,667,502	(220,812)	6,446,690	



## Budget Recommendation: 2026 Salary and Wages

**History:** Traditionally, the library engages ElementOne Consulting to review published surveys to determine the prevailing “market rate” for as many jobs as possible. The market rate for each job is defined by the geographic area where recruiting typically occurs, the industry in which Canton Public Library likely competes for employees and among similar-sized organizations with whom CPL fiscally competes. The review for FY2026 was based on an estimated \$8.3 million in revenue (an increase of 4.5% over FY2025).

Canton Public Library pay grades and ranges are based on an approach that considers three aspects of pay:

1. The contribution of jobs to the organization, as measured by the job evaluation plan
2. The ability of individuals to perform the specific duties and responsibilities of their jobs, and
3. The competitive market for jobs, determined by research into labor market studies

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, skills & ability
- Problem-solving
- Scope of authority & decision making
- Communications & contacts
- Impact of work performance
- Physical conditions and work environment

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity, and every position at CPL has been reviewed and evaluated using this criterion. Once the individual points have been determined, they are added to give each job an overall score. Jobs with similar scores are then placed in the same pay grade.

The pay ranges for each pay grade are designed to ensure that employees are paid based on their contributions to CPL. The organization uses its performance appraisal and contribution assessment methodology to determine target pay; current pay is then compared to the target to determine if adjustments are warranted.

**Research:** The surveys selected by ElementOne are based on their consistent publication, sufficient sample size and ability to provide data segments that reflect the real markets in which CPL competes for talent. This year, the review included the following studies:

- American Library Association
  - MLS Librarian Positions
- American Society of Employers, Salary Survey

- *Bureau of Labor Statistics, Metropolitan Area Compensation Study*
- Detroit Suburban Library Roundtable (DSLRT), Compensation & Benefits Survey
- Economic Research Institute, Salary Assessor
- State of Michigan Library Database

It is important to note that market data is based on the “cost of labor” in a given area rather than the “cost of living.” Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different pay levels. Additionally, changes in the market rates reflect changes in what *employers are paying* and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

**The Element One Pay Structure Review for FY2026 recommends pay structure increases at an average rate of ~1.7%**, ranging from 2.8% in Grade 4 (*Page I*) down to 1.7% in Grade 17 (*Librarian*) and then decreasing further to 0.6% in Grade 25 (*Director*). Grades 1, 2 and 3 increased by 6.2%, with Grade 1 increasing by 9.6% to accommodate the State of Michigan minimum wage increase from \$12.48 to \$13.73 per hour.

**Additional personnel:** The proposed salary and wages budget includes two additional part-time and two provisional positions in 2026:

For Engagement & Design to improve efficiency, quality and consistency while providing room for innovation within the department, they have requested a second part-time communications specialist to support the growing need for content creation for the monthly newsletter, CPL website and various social media accounts. Information Services has proposed adding one part-time *experience* librarian to its team so they may continue to offer a slate of high-quality, robust program options that will serve our community equitably. Circulation Services has requested a placeholder for two provisional employees so they may transition to in-house home delivery of materials in 2026. The current Reliable contract will expire after the one-year trial period ends.

**Recommendation:** We recommend that the board adopt the *ElementOne Base Pay Structure Ranges* for FY2026 and approve a 2026 Salary and Wage budget of \$3,960,000. The increase of \$170,000 (4.5%) will allow the library to remain competitive in the job market while adding key support personnel.

# Canton Public Library

Compensation Study and Recommendations - **FY2026** (3/14/2025)

Grade	Point Range		Job		Zone 1		Zone 3			Zone 5	
	Low	High	Score	Job Title	Minimum	Zone 2	Midpoint	Zone 4		Maximum	
25	900	1000	944	Director	55.38	61.49	67.59	70.62	73.64	79.74	85.85
22	675	724	724	no jobs assigned	40.56	45.03	49.49	51.74	53.95	58.41	62.87
21	600	675	660	Department Head - Business Services	37.59	41.74	45.85	47.95	50.00	54.10	58.26
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
19	500	549	549	no jobs assigned	33.38	36.72	40.05	41.74	43.44	49.79	50.10
18	450	499	491	Collection Development Specialist	31.44	34.56	37.74	39.28	40.87	44.05	47.18
			491	Librarian Manager							
17	400	449	420	Accountant	30.15	32.87	35.59	36.92	38.31	41.03	43.74
			402	Circulation Supervisor							
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	26.31	28.67	31.03	32.26	33.44	35.79	38.15
15	330	359	347	Human Resources Specialist	24.41	26.62	28.82	29.90	30.97	33.18	35.38
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	22.62	24.67	26.67	27.69	28.72	30.72	32.77
13	270	299	283	Substitute Librarian	21.44	23.13	24.87	25.69	26.56	28.31	30.00
12	240	269	255	Administrative Assistant	19.85	21.44	23.03	23.79	24.62	26.21	27.79
			255	E&D Operations Assistant							
			259	Information Technology Specialist I							
			242	Marketing Assistant							
11	220	239	239	Business Office Assistant	18.62	20.10	21.59	22.36	23.08	24.56	26.05
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	18.05	19.33	20.56	21.23	21.85	23.08	24.36
			214	Circulation Assistant I							
			200	Intern							
9	180	199	187	Acquisitions Assistant	17.18	18.36	19.59	20.21	20.77	22.00	23.18
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	16.31	17.44	18.56	19.18	19.74	20.87	22.00
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	15.69	16.77	17.90	18.46	18.97	20.10	21.18
6	140	149	149	no jobs assigned	15.33	16.41	17.49	18.00	18.56	19.64	20.72
5	130	139	139	no jobs assigned	15.23	16.15	17.08	17.54	17.95	18.87	19.79
4	120	129	126	Page I	14.87	15.74	16.67	17.13	17.54	18.46	19.33
3	110	119	119	no jobs assigned	14.51	15.38	16.26	16.72	17.13	18.00	18.87
2	100	109	109	Page On-Call	14.15	15.03	15.85	16.26	16.72	17.54	18.41
1	1	99	99	no jobs assigned	13.74	14.56	15.38	15.79	16.21	17.03	17.85

# Canton Public Library

## Compensation Study and Recommendations - FY2026 (3/14/2025)

Grade	Point Range		Job		Zone 1		Zone 3			Zone 5	
	Low	High	Score	Job Title	Minimum	Zone 2		Midpoint	Zone 4		Maximum
25	900	1000	944	Director	\$ 108,000	\$ 119,900	\$ 131,800	\$ 137,700	\$ 143,600	\$ 155,500	\$ 167,400
22	675	724	724	no jobs assigned	\$ 79,100	\$ 87,800	\$ 96,500	\$ 100,900	\$ 105,200	\$ 113,900	\$ 122,600
21	600	675	660	Department Head - Business Services	\$ 73,300	\$ 81,400	\$ 89,400	\$ 93,500	\$ 97,500	\$ 105,500	\$ 113,600
			615	Department Head - Circulation Services							
			637	Department Head - Community Relations							
			644	Department Head - Information Services							
			628	Department Head - Information Technology							
19	500	549	549	no jobs assigned	\$ 65,100	\$ 71,600	\$ 78,100	\$ 81,400	\$ 84,700	\$ 91,200	\$ 97,700
18	450	499	491	Collection Development Specialist	\$ 61,300	\$ 67,400	\$ 73,600	\$ 76,600	\$ 79,700	\$ 85,900	\$ 92,000
			491	Librarian Manager							
17	400	449	420	Accountant	\$ 58,800	\$ 64,100	\$ 69,400	\$ 72,000	\$ 74,700	\$ 80,000	\$ 85,300
			402	Circulation Supervisor							
			437	Librarian, Program Librarian							
			427	Systems Administrator							
16	350	399	389	Building Supervisor	\$ 51,300	\$ 55,900	\$ 60,500	\$ 62,900	\$ 65,200	\$ 69,800	\$ 74,400
15	330	359	347	Human Resources Specialist	\$ 47,600	\$ 51,900	\$ 56,200	\$ 58,300	\$ 60,400	\$ 64,700	\$ 69,000
			349	Web Resources Specialist							
14	300	329	325	Communications Specialist	\$ 44,100	\$ 48,100	\$ 52,000	\$ 54,000	\$ 56,000	\$ 59,900	\$ 63,900
13	270	299	283	Substitute Librarian	\$ 41,800	\$ 45,100	\$ 48,500	\$ 50,100	\$ 51,800	\$ 55,200	\$ 58,500
12	240	269	255	Administrative Assistant	\$ 38,700	\$ 41,800	\$ 44,900	\$ 46,400	\$ 48,000	\$ 51,100	\$ 54,200
			255	E&D Operations Assistant							
			259	Information Technology Specialist I							
			242	Marketing Assistant							
11	220	239	239	Business Office Assistant	\$ 36,300	\$ 39,200	\$ 42,100	\$ 43,600	\$ 45,000	\$ 47,900	\$ 50,800
			228	Circulation Assistant II							
			229	IT Technician							
10	200	219	219	Building Monitor	\$ 35,200	\$ 37,700	\$ 40,100	\$ 41,400	\$ 42,600	\$ 45,000	\$ 47,500
			214	Circulation Assistant I							
			200	Intern							
9	180	199	187	Acquisitions Assistant	\$ 33,500	\$ 35,800	\$ 38,200	\$ 39,400	\$ 40,500	\$ 42,900	\$ 45,200
			197	Page II							
			191	Technical Processing Assistant II							
8	160	179	179	Circulation Assistant On-Call	\$ 31,800	\$ 34,000	\$ 36,200	\$ 37,400	\$ 38,500	\$ 40,700	\$ 42,900
			168	Technical Processing Assistant							
7	150	159	150	IT Support Assistant	\$ 30,600	\$ 32,700	\$ 34,900	\$ 36,000	\$ 37,000	\$ 39,200	\$ 41,300
6	140	149	149	no jobs assigned	\$ 29,900	\$ 32,000	\$ 34,100	\$ 35,100	\$ 36,200	\$ 38,300	\$ 40,400
5	130	139	139	no jobs assigned	\$ 29,700	\$ 31,500	\$ 33,300	\$ 34,200	\$ 35,000	\$ 36,800	\$ 38,600
4	120	129	126	Page I	\$ 29,000	\$ 30,700	\$ 32,500	\$ 33,400	\$ 34,200	\$ 36,000	\$ 37,700
3	110	119	119	no jobs assigned	\$ 28,300	\$ 30,000	\$ 31,700	\$ 32,600	\$ 33,400	\$ 35,100	\$ 36,800
2	100	109	109	Page On-Call	\$ 27,600	\$ 29,300	\$ 30,900	\$ 31,700	\$ 32,600	\$ 34,200	\$ 35,900
1	1	99	99	no jobs assigned	\$ 26,800	\$ 28,400	\$ 30,000	\$ 30,800	\$ 31,600	\$ 33,200	\$ 34,800

# Annual Income and Budgeted Salary Expense

